PLAS - O - GRAM <00-08> Transmitting PLAS Report Data Via E-Mail

PLAS Associates,

It may prove advantageous, on occasion, to transmit the data contained in any of the PLAS reports via e-mail.   The following example illustrates how to transmit the PLAS Timecard Labor Exception Report as an e-mail attachment.   The same procedures would work equally well for any of the other PLAS reports.

Procedures for Reporting PLAS Time & Attendance Data via E-mail

Reporting your PLAS T&A via E-mail is easily accomplished using the following 2-step process.

**1. Generate the PLAS Timecard/ Labor Exception Report**

➢   Complete your PLAS entries for the pay period. Ensure you account for all work and leave hours (normally 80 hours per pay period).

➢   Select the 'Report Generation' button from the main PLAS menu. On the Reports menu, make sure the 'Timecard Labor Exception' button is selected and that the pay period start date is correct (the current pay period is the default date displayed), then click on the "OK" button to produce the report.

➢   Review the data displayed on your PLAS Timecard/Labor Exception Report for accuracy and completeness. Make sure the desired time period is displayed; and all hours and work codes are accurate. If you need to make changes, return to the Timecard Screen day to correct the data, then re-run your report.

2. E-Mailing the PLAS Timecard Report

➢   When you are satisfied that your Timecard Report is accurate, select the suitcase icon that appears on the bottom of the PLAS Timecard/Labor Exception Report screen.
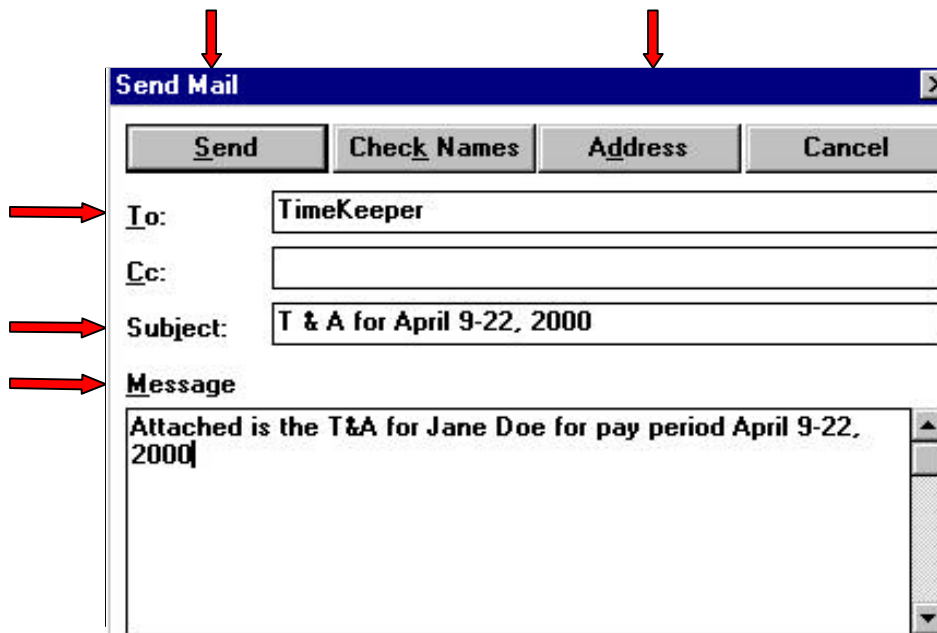
➢ A popup box titled 'Export' appears asking you for a Format and Destination. Choose 'Excel 5.0 (XLS)' from the Format picklist and use 'Microsoft Mail (MAPI) from the Destination picklist. Clicking 'OK' closes the 'Export' box window and opens the 'Send Mail' box. Note: You can save the timecard in a variety of file formats, including Microsoft Word. Excel allows the recipient to most easily manipulate the numerical data.

Export	☒
Format:	**Destination:**
Excel 5.0 (XLS) ▼	Microsoft Mail (MAPI) ▼
	OK Cancel
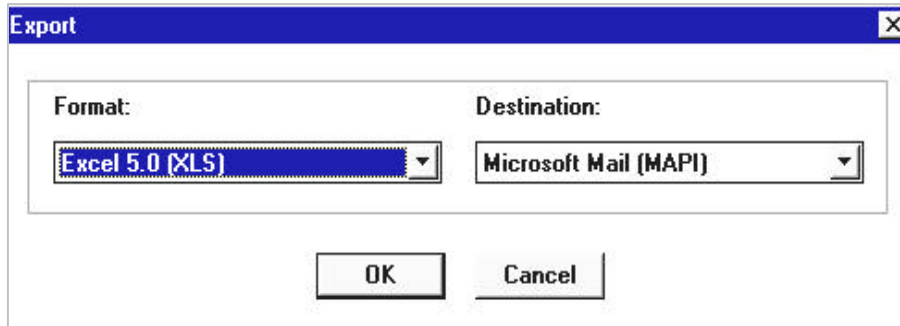
➢ The 'Send Mail' box has a familiar e-mail messaging format with TO, CC, SUBJECT and MESSAGE spaces available. Complete as follows:

1. To/Cc: Send your timecard reports each pay period to the DCMA associate designated to accumulate that data. The address can be typed in, or to open your regular email Global/Personal address lists, click on the 'Address' tab at the top of the 'Send Mail' box.
2. Subject: Enter a subject of your choosing.
3. Message: Compose as necessary, but make sure that somewhere the pay period for the data attached is indicated, i.e., T&A for April 9-22, 2000.

Send Mail	☒
Send Check Names Address Cancel	
To:	TimeKeeper
Cc:	
Subject:	T & A for April 9-22, 2000
Message	
Attached is the T&A for Jane Doe for pay period April 9-22, 2000	

➢ Selecting the 'Send' button automatically transmits your message to the designated DCMA associate along with your Timecard data as an Excel spreadsheet attachment.

Reporting Tips!

➢ If you do not have your mail system open, PLAS will open it to send the message. Your e-mail system must be available to you when you produce and send the report; if the mail system is down, you will not be able to send a report.

➢ Your e-mail system will store a copy of the message in your "Sent Items" folder just like any other email you send. Likewise, if you make an error in addressing, your mail system will let you know it was 'undeliverable'.

➢ PLAS automatically assigns the same name to the attachment each time you create one. If you save your spreadsheets in a historical folder each pay period, change the filename to the pay period dates to prevent overwriting.

➢ <u>Use the "TAB" key to navigate within the fields of the "Send Mail" box. Using the "Enter" key will send your message before it is completed.</u>

➢ You can save the reports in a variety of file formats, including as a Microsoft Word document if you are not familiar with Excel.

Questions? Contact us at 1-888-PLASINFO or PLASHELP@dcmdw.dla.mil.

Respectfully,

Don Peterson
PLAS Program Manager